



Position Details

Position title:	Senior Building Surveyor - Combustible Cladding Lead
Award Classification:	Band 8
Department:	City Development
Division:	City Growth and Development
Date Approved:	December 2024
Approved By:	Manager City Development

Organisational Relationships:

Reports To:	Coordinator Building – Municipal Building Surveyor (MBS)
Internal Stakeholders:	Council Employees and Managers, Executive Team, and Councillors
External Stakeholders:	Residents / property owners, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, contractors, Victorian Building Authority, Cladding Safety Victoria, Building Appeals Board, Legal professionals, Interest groups, Melbourne Water, Dept of Human Services, Fire Rescue Victoria, and Victoria Police.

Position Objectives

- To ensure Council processes are compliant with the requirements of the Local Government Act, Building Act, Building Regulations, and the Building Code of Australia.
- To administer building governance matters in accordance with Council’s delegation schedule.
- Administer and enforce safety standards, as referenced by the Building Act and Building Regulations, relating to new and existing buildings.
- This position acts under the delegation of the Municipal Building Surveyor and Council.



Key Responsibilities and Duties

- Coordinate the follow-up and resolution of current and outstanding Notices and Orders within the municipality.
- Inspect, audit, and assess building work and existing buildings for compliance and safety in relation to non-compliant building work, illegal building work essential safety measures or the like.
- Consultation and engagement with key external and internal stakeholders
- Investigate breaches of the Building Act and Regulations, coordinate the preparation of briefs and initiate proceedings in the Magistrates Court, Building Appeals Board, and Victorian Building Authority.
- Determine and implement the necessary corrective actions and enforcement using amongst other means, the powers of the Part 8 of the Building Act.
- Investigate, assess and respond to Customer Requests.
- Prepare Direction to Fix, Notices, Orders, and Infringements.
- Record and maintain enforcement, inspection and property statistical information and provide periodic statistical reports to the Municipal Building Surveyor.
- Contribute to the development and improvement of council's computer programs including the development of templates and proformas.
- Provide professional advice to applicants, professionals, ratepayers, and the general public at council's service counter, via phone, email, letter or the like.
- Support the Municipal Building Surveyor in all statutory, regulatory, and administrative functions.
- Provide guidance and mentorship as appropriate and within experience and expertise to more junior technical staff members.

Accountability and Extent of Authority

- Act as delegate of the Municipal Building Surveyor as defined in Instrument of Delegations.
- Act within delegated authority under the Building Act, Building Regulations, and the Building Code of Australia.
- Freedom to act is subject to organisational goals, policies, and by statute and subordinate legislation; decisions and actions taken at this level may have a substantial effect on the community.
- Provide specialist advice and counsel for the development of policy and strategic plans, where the impact may be substantial upon the organisation and/or community.

Judgement and Decision Making

- Ability to independently exercise sound judgement and make decisions for complex matters.
- Ability to manage complex and sensitive proposals, processes and communication strategies that lead to an appropriate decision using a professional knowledge of statutory requirements.



- Ability to develop and use principles for decision making for the benefit of consistency.
- Ability to generate creative and innovative approaches in problem solving.

Specialist Skills and Knowledge

- Expert knowledge of the Building Act, Regulations, Building Code of Australia, Australian Standards, and other relevant legislation.
- Thorough understanding of and experience with the Ministers guideline, cladding risk mitigation framework and the cladding rectification program.
- Thorough understanding of the principles of enforcement provision of the Building Act & Regulations.
- Thorough understanding of the fire engineering and alternative solution process including the ability to review and decipher fire engineering reports.
- A proven understanding of the underlying principles of risk management.
- An understanding of the goals and function of the broader organisation and ability to communicate and work towards whole of organisation goals, and to advance the objectives of the unit.
- Demonstrated extensive experience in the assessment and enforcement of all classes of buildings.
- Proven ability to identify and analyse options to achieve community expectations in the building legislation field.
- Expert knowledge and ability to interpret building surveying and related legislation and processes and apply these to complex matters.
- Possess comprehensive knowledge of the building industry, current techniques, systems and materials, methods and procedures to enable application of responsible judgement and decision making.
- Possess the ability to accurately read and interpret working building plans, engineering plans, specifications and technical literature to enable correct and timely judgements and decisions.
- Well-developed analytical, research and investigative skills.

Management Skills

- Ability to set priorities of own work, as well as organise, assign, and monitor work of others (i.e. Assistant Building Surveyors) to meet the required outputs and timelines, achieve service efficiencies and meet budget targets.
- Demonstrated ability to provide supervision and mentorship, including the ability to mentor and train, empower, and motivate staff within the Building team.
- Well-developed time management and self-management skills.
- The ability to manage conflicting deadlines and work in a busy environment to achieve goals and objectives.



Interpersonal Skills

- Highly developed written and verbal communication skills.
- Well-developed negotiation and conflict resolution skills.
- Confidence in decision making and interpretation.
- Confidence in speaking in a public forum.
- A proven ability to gain the cooperation of relevant stakeholders including builders, owners, clients, and members of the public to achieve the desired outcome.
- Proven ability to develop and encourage team spirit including the effective guidance to supervised staff.
- A sound understanding of customer service principles and effective means of delivery.
- Advanced negotiation, conflict resolution and problem-solving skills.
- Ability to cope with uncertainty and demonstrate flexibility in dynamic situations.

Qualifications and Experience

- **Academic:** Tertiary qualification in Building Surveying.
- **Experience:**
 - Previous local government experience in a senior position in a building department with a preference for experience in regulatory enforcement functions.
 - Demonstrated experience in the administration and enforcement of illegal, dangerous, and non-compliant buildings.
 - Experience in a diverse range of building surveying functions.
 - Relevant experience in the building industry combined with excellent customer and computer skills.
 - Experience in mentoring and training junior team members.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification.
- Registered Building Practitioner in the category of Building Surveyor – Unlimited.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.



Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation)

Key Selection Criteria

- Current registration as a Registered Building Practitioner Category of Building Surveyor Unlimited (BSU) with the Victorian Building Authority.
- Demonstrated significant experience in local government as a building surveyor and enforcement officer with experience in regulatory enforcement functions with a preference in dealings with combustible cladding auditing, enforcement, assessment and resolution.
- An excellent understanding of the interpretation and application of the Building Act and Regulations, Building Code of Australia Volumes 1 and 2 and referenced standards and current building practices.
- Good understanding of risk management principles and ability to implement these principles.



- Proven commitment to a high standard of customer service and enthusiasm for serving all stakeholders, incorporating the capacity to diplomatically handle customer complaints
- Demonstrated ability to develop a positive rapport and collaborative relationships with internal and external stakeholders.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.